

Recommended Texts of Diploma in Accounting

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Advance Financial Accounting	Main	Frank Wood, Alan Sangster. <u>Frank Wood's business accounting 2.</u> 11 th ed. Harlow : Pearson, 2008.	657/WOO-22
	Supplementary	Joe Adomako, Bala Balachandran. <u>How to pass accounting.</u> 2 nd ed. LCCI Examination Board, c2008. <u>ACCA study text, international stream, paper 1.1: preparing financial statements.</u> 4th ed. London : BPP Professional Education, c2004.	Not available Old ed.: 2002, 2 nd ed. 657/ADO 658.15/ACC-9
Auditing	Main	Alvin A. Arens, Randal J. Elder, Marks S. Beasley. <u>Audit and assurance services : an integrated approach.</u> 12 th ed. US : Prentice Hall, c2008.	Not available New ed.: c2010, 13 th ed. 657/ELD
	Supplementary	Avin A. Arens [et.al]. <u>Auditing and assurance services in Malaysia : an intergrated approach.</u> Petaling Jaya : Prentice Hall, c2003. Messier ... [et al.]. <u>Auditing and assurance services in Malaysia.</u> 3 rd ed. Kuala Lumpur : McGraw-Hill, c2007.	657/ARE-7 New ed.: c2008 657/ARE-9 657/MES-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Shaari Isa. <u>Understanding auditing in Malaysia</u> . Upper Saddle River, NJ : Prentice Hall, 2006.	657/SHA New ed.: 2008, 2nd ed. 657/SHA-2
Bahasa Kebangsaan (A)	Main	Ab. Rahman, Ab. Rashid, Yap Kim Fatt. <u>Bahasa Kebangsaan : khas untuk IPTS</u> . Petaling Jaya : Longman, c2002.	499.28/AB
	Supplementary	Abdullah Hassan. <u>Linguistik am untuk guru Bahasa Malaysia</u> . Kuala Lumpur : DBP, c1980.	410/ABD-2
		Abdullah Hassan. <u>Isu-isu perancangan bahasa: pengintelektualan Bahasa Malaysia</u> . Kuala Lumpur : DBP, c1987.	499.28/ABD-4
		Ab. Rahman, Ab. Rashid, Yap Kim Fatt. <u>Bahasa Melayu : komunikasi berkesan dan pengucapan umum</u> . Petaling Jaya : Longman Malaysia, c1995.	302.2/AB
		Ab. Rahman, Ab. Rashid, Hjh. Wan Som. <u>Bahasa Melayu : bahasa dalam komunikasi dan proses komunikasi</u> . Petaling Jaya: Longman Malaysia, c1995.	499.28/AB-2
		Asmah Hj. Omar. <u>Penggunaan bahasa dalam surat rasmi bahasa dalam komunikasi</u> . Kuala Lumpur:	499.28/ASM-11

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		DBP, c1983.	
		Asmah Hj. Omar. <u>Bahasa laporan</u> . Kuala Lumpur: DBP, c1987.	Not available New ed.: c1988 808/ASM 808/ASMC2 808/ASMC3 c1995 808/ASM-3
		Awang Sariyan. <u>Mari berbahasa baku : sebutan baku dan ejaan Rumi</u> . Kuala Lumpur : Synerymate Sdn. Bhd., c1995.	499.28/AWA-8
		Ismail Hussein. <u>Sejarah pertumbuhan Bahasa Kebangsaan kita</u> . Kuala Lumpur : DBP, c1992.	499.28/ISM c1981
		Kamal Shukri Abdullah Sani. <u>Bahasa Melayu : apa sudah jadi?</u> Kuala Lumpur : PTS Professional, c2007.	499.28/KAM-4
		Nik Safiah Karim [et.al]. <u>Tatabahasa dewan</u> . 3 rd ed. Kuala Lumpur : DBP, c2008.	499.285/SAF-3
		Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia baku</u> . 2 nd ed. Kuala Lumpur : DBP, c1990.	499.28/SUL-2
		Za' ba. <u>Pelita Bahasa Melayu penggal I-III</u> . Kuala Lumpur : DBP, c2000.	499.23/ZAI

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Basic Chinese	Main	De Francis John. <u>Beginning chinese reader, part I & part II.</u> New Haven & London : Yale University Press, c1977.	495.1/DEFV1
		Hu Yushu. <u>Chinese for today, book one.</u> Shanghai : Fudan University Press, c1986.	Not available Hu Yushu. <u>现代汉语, 修订本.</u> Shanghai : Shanghai Educational Publishing House, 1995. 802.58/HYS
		Liu Xun et al. <u>Chinese character exercise book for practical chinese reader book 1.</u> Hong Kong : The Commercial Press Ltd., c1985.	Not available
	Supplementary	-	
Basic Costing	Main	Colin Drury, <u>Management and cost accounting.</u> 7 th ed. London : South-Western Cengage Learning, c2008.	658.15/DRU-7
	Supplementary	Derek Skidmore, <u>How to pass cost accounting : second and third level.</u> LCCI International Qualifications, c2005.	Not available Old ed.: c1999 657/SKI:2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Terry Lucey. <u>Costing</u> . 6 th ed. London : Thompson, c2005.	Not available New ed.: c2009, 7 th ed. 657/LUC-5
Business English	Main	John V. Thill, Courtland L. Bovee. <u>Excellence in business communication</u> . 7 th ed. Upper Saddle River : Pearson Prentice hall, c2007. Bovee, Thill, Schazman. <u>Business communication today</u> . 8 th ed. Upper Saddle River : Prentice Hall, c2005.	658.4/THI-2 658.4/BOV-2
	Supplementary	Bienvenu, Sherron, Timm, Paul R. <u>Business communication : discovering strategy developing skills</u> . Upper Saddle River : Prentice Hall, c2002.	658.4/BIE
Business Finance	Main	Gitman, L.J. <u>Principles of managerial finance</u> . 12 th ed. Upper Saddle River : Prentice Hall, c2009. Brigham, E.R., Houston, J.F. <u>Fundamentals of financial management</u> . 10 th ed, South-Western, c2004.	658.15/GIT-5 Not available New ed.: c2007, Concise 5th ed. 658.15/BRI-3 c2009, Concise 6th ed.

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
			658.15/BRI-6
	Supplementary	J. Van Horne, John M Wachowicz. <u>Fundamentals of financial management</u> . 13th ed, Prentice Hall, c2008.	658.15/HOR-9
Business Law	Main	David Kelly, Ann Holmes, Ruth Hayward. <u>Business law</u> . 5th ed. London : Cavendish, c2005.	346/KEL-2
	Supplementary	M.P. Lee, <u>General principles of Malaysian law</u> . 5th ed. Malaysia : Penerbit Fajar Bakti Sdn. Bhd., c2005. Beatrix Vohrah, Wu Min Aun. <u>The commercial law of Malaysia</u> . 2 nd ed. Petaling Jaya : Pearson, c2004.	340.9595/LEE-2 340.9595/LEE-3 346/WU-5
Business Mathematics	Main	K. K. Wee, T. K. Lau. <u>Business mathematics for UiTM</u> . 2 nd ed. Malaysia : Oxford Fajar Sdn Bhd, c2006.	650.1/LAU-2
	Supplementary	K. K. Wee, T. K. Lau. <u>Accountancy mathematics for UiTM</u> . 2 nd ed. Malaysia : Penerbit Fajar Bakti Sdn Bhd, c2006. Jeffrey Slater. <u>Practical business math procedures</u> . 7 th ed. USA : McGraw-Hill, c2003.	657/LAU-2 650.01/SLA-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Chinese	Main	Li Xiangxin. <u>Zenyang Yuedu Guwen (Bagaimana Membaca Prosa Kuno)</u> . Taiwan : Xuehai Bianjibu, c1988.	820.3/XHC
	Supplementary	Xie Bingying, Qiu Xieyou, Zuo Songchao, Ying Yukang, Huang Junlang, Fu Wuzhi (Terjemahan). <u>Guwen Guanzhi (Antologi Prosa Kuno)</u> . Taiwan : Sanmin, c1992. Lin Yutang, Tai Geer, <u>Zhongwai Sanwen Jinghua (Intisari prosa dalam dan luar Negeri China)</u> . Taiwan : Changchunshu, c1980.	Not available New ed.: c1997 835/XBY Not available
Company Law	Main	Denis Keenan. <u>Smith and Keenan's company law</u> . 13 th ed. Harlow : Pearson/ Longman, c2005.	346.42/KEE
	Supplementary	Geoffrey Morse. <u>Charlesworth company law</u> . 17 th ed. London : Sweet, c2005. Walter Woon. <u>Company law</u> . 2 nd ed. Malaysia : Sweet & Maxwell, c2003.	346/MOR-3 346/WOO-3 New ed.: 346/WOO-4
Computer Applications	Main	Shelly, Gary B. et al. <u>Microsoft Internet Explorer 6 : introductory concepts and techniques</u> . Australia : Thomson Course Technology, c2005.	004.6/SHE

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	Habraken, Joe. <u>Microsoft Office 2003 all-in-one</u> . Indianapolis : Que, c2004.	005.3/HAB
Computerized Accounting	Main	<u>UBS computerised accounting (the basic concept) : self study guide</u> . Kuala Lumpur : Sage, c2010.	657/UBS-8
		<u>UBS computerised payroll : self study guide</u> . Kuala Lumpur : Sage, c2010.	Not available Old ed.: c2003 657/TAN:3
		<u>UBS inventory & billing : self study guide</u> . Kuala Lumpur : Sage, c2010.	657/UBS-10
		<u>UBS computerised accounting : exercise</u> . Kuala Lumpur : Sage, c2010.	657/UBS-9
		<u>UBS computerised payroll workbook</u> . Kuala Lumpur : Sage, c2010.	Not available Old ed.: c2003 657/TAN:3-2
		<u>UBS computerized inventory & billing workbook</u> . Kuala Lumpur : Sage, c2010.	657/UBS-11
	Supplementary	Frank Wood, Alan Sangster. <u>Frank Wood's business accounting 1</u> . 11 th ed. UK : Pearson, c2008.	657/WOO-21

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Consumer Behaviour	Main	Schiffman, Leon G., Leslie Lazar Kanuk. <u>Consumer behavior</u> . 9 th ed. Upper Saddle River, NJ : Prentice Hall, c2007.	658.8/SCH:2-6 New ed. c2010, 10th ed. 658.8/SCH:2-7
	Supplementary	Solomon. Michael R. <u>Consumer behavior : buying, having and being</u> . 8 th ed. USA : Prentice Hall, c2009.	658.8/SOL-6
Contemporary Literacy	Main	Schwalbe, Kathy. <u>Information technology project management</u> . 4 th ed. Australia : Course Technology, c2007.	658.4038/SCH New ed.: c2007, 5th 658.4038/SCH-2
	Supplementary	Dalcher, Brodie. <u>Successful IT projects</u> . London : Thomson, c2007.	004.068/DAL
Cost Accounting	Main	Colin Drury, <u>Management and cost accounting</u> . 7 th ed. London : South-Western Cengage Learning, c2008.	658.15/DRU-7
	Supplementary	Derek Skidmore, <u>How to pass cost accounting, second and third level</u> , LCCI International Qualifications syllabus, c2008.	Not available Old ed.: c1999 657/SKI:2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Association of Chartered Certified Accountants. <u>Accounting for cost.</u> 2 nd ed. London : BPP Professional Education, c2004.	Not available
Critical Thinking Skills	Main	S. Cottrell, <u>Critical thinking skills : developing effective analysis and argument.</u> Palgrave Macmillan, c2005.	160/COT
	Supplementary	T. Crane, <u>Elements of mind: an introduction to the philosophy of mind.</u> Oxford: Oxford University Press, c2001. R. H. Ennis, 'A Taxamony of Critical Thinking Dispositions and Abilities', in J. Baron and R. Sternberg eds., <u>Teaching thinking skills: theory and practice.</u> New York: W. H. Freeman, c1987. A. Fisher. <u>Critical thinking: an introduction.</u> Cambridge: Cambridge University Press, c2001. A. Fisher. <u>The logic of real arguments.</u> Cambridge : Cambridge University Press, c1988. L. A. Groarke, C. W. Tindale, LindaFisher. <u>Good reasoning matters ! : a constructive approach to critical thinking.</u> Oxford: Oxford	128/CRA Not available 160/FIS Not available New ed.: c2004, 2 nd ed. 153.4/FIS Not available New ed.: c2008, 4 th ed. 168/GRO

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		University Press, c1977. A. Garnham and J. Oakhill. <u>Thinking and reasoning</u> . Oxford: Blackwell, c1994. R. A. Lanham. <u>A handlist of rhetorical terms</u> . Berkeley : University of California Press, c1991.	153.4/GAR 428.1/LAN
Financial Accounting I	Main	Frank Wood, Alan Sangster. <u>Frank Wood's business accounting 1</u> , 11 th ed. Pearson, UK, c2008.	657/WOO-21
	Supplementary	Skidmore, D. J., Mincher, M. <u>How to pass book-keeping and accounts, second level</u> , LCCI Examination Board, c2008. Harold Randall. <u>Accounting: AS Level and A Level</u> . 4 th ed. Cambridge University Press, c2005.	Not available 657/RAN
Financial Accounting II	Main	Frank Wood, Alan Sangster. <u>Frank Wood's business accounting 1</u> . 11 th ed. Pearson, UK, c2008.	657/WOO-21
	Supplementary	Skidmore, D. J., Mincher, M. <u>How to pass book-keeping and accounts, second level</u> , LCCI Examination Board, c2008.	Not available

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		Harold Randall. <u>Accounting : AS Level and A Level</u> . 4 th Printing, Cambridge University Press, c2005.	657/RAN
Foreign Language – Japanese	Main	Kokusai Gakuyuukai (Japanese Language)	Not available
	Supplementary	Nippon Kaigai Gijyutsu Kenkyuukai (Basic Japanese)	Not available
Fundamentals of Management	Main	Robbins, Stephen P, David A.Decenzo. <u>Fundamentals of management : essential concepts and applications</u> . 6 th ed. Upper Saddle River : Prentice- Hall, c2008. Whelten, David A, Kim S.Cameron. <u>Developing management skills</u> . 7 th ed. Upper Saddle River : Prentice-Hall, c2007.	658/ROB-13 658.4/WHE-5 New ed.: c2011, 8 th ed. 658.4/WHE-6
	Supplementary	Certo, Samuel C, and S. Trevis Certo. <u>Modern management</u> . 10 th ed. Upper Saddle River : Prentice-Hall, c2006	658/CER-2 New ed.: 11 th ed., c2009 658/CER-3
Human Resource Management	Main	Dessler, G. <u>Human resource management</u> . 11 th ed. Upper New Saddle River : Pearson Education, c2008.	658.3/DES-10

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		Mondy, R. Wayne, Robert, M. Noe. <u>Human resource management</u> . 10 th ed. Upper Saddle River : Pearson Education, c2008.	658.3/MON-3
	Supplementary	Gomez-Mejia, Luis, David Balkin, and Robert Candy. <u>Managing human resources</u> . 5 th ed. Upper Saddle River : Prentice Hall, c2007.	658.3/GOM-3 New ed.: c2010, 6 th ed. 658.3/GOM-4
Intensive Writing for College Students	Main	Reid, Joy M. <u>The process of paragraph writing</u> . 2 nd ed. Englewood Cliffs : Prentice-Hall, c1994.	428.2/REI
	Supplementary	McWhorter. <u>Expressways for writing scenarios : from paragraph to essay</u> . New York : Pearson Longman, c2007. Wingersky, Beoerner, Holguin. <u>Writing paragraphs and essays : integrating reading, writing, and grammar skills</u> . 4 th ed. Boston : Thomson Heinle, c2003.	070.4/MCW 808.042/WIN New ed. : c2006, 5 th ed. 808.042/WIN-2 c2009, 6 th ed. 808.042/WIN-3
Intermediate Financial Accounting	Main	Frank Wood, Alan Sangster. <u>Frank Wood's business accounting 2</u> . 11 th ed. Harlow : Pearson, c2008.	657/WOO-22

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	Supplementary	Joe Adomako and Bala Balachandran. <u>How to pass accounting</u> . 2nd ed. LCCI Examination Board, syllabus, c2008. <u>ACCA study text, international stream, paper 1.1: preparing financial statements</u> . 4th ed. London : BPP Professional Education, c2004.	Not available 658.15/ACC-9
International Business	Main	Hill, Charles W.L. <u>International business : competing in the global marketplace</u> . 6 th ed. New York : Irwin McGraw Hill, c2007.	658.1/HIL:2-5 658.1/HIL:2-4 New ed.: c2009, 7th ed. 658.1/HIL:2-6
	Supplementary	Griffin, R.W, Michael W. Pustay. <u>International business: a managerial perspective</u> . 5 th ed. Upper Saddle River : Prentice Hall, c2007. Wild[et.al]. <u>International business</u> . 4 th ed. Upper Saddle River : Pearson Preneice Hall, c2008.	658/GRI-5 658/WIL:4
International Finance	Main	Jeff Madura. <u>International financial management</u> . 9th ed. Mason : South-Western Cengage Learning, c2009.	658.15/MAD-2 New ed.: c2010, 10th ed. 658.15/MAD-3

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		Moffett, M. H., Stonehill, A. I., Eiteman, D. K. <u>Fundamentals of multinational finance</u> . 3rd ed. Upper Saddle River : Prentice Hall, c2009.	332.042/MOF
	Supplementary	Adrian Buckley. <u>Multinational finance</u> . 5th ed. Harlow : Pearson, c2004. Melvin, M. <u>International money and finance</u> . 7 th ed. Boston : Pearson Education, c2004.	658.15/BUC-4 332.042/MEL 332.042/MEL-2
International Relations	Main	Goldstein, Joshua S., Jon C. Pevehouse. <u>International relations</u> . 8th ed. New York : Longman, c2008.	327/GOL-5 327/GOL-4
	Supplementary	Roskin, Michael, Nicholas Berry. <u>IR : the new world of international relations</u> . 7th ed. Upper Saddle River : Prentice Hall, c2008. Robert Jackson, Georg Sorenson. <u>Introduction to international relations : theories and approaches</u> . 4th ed. New York : Oxford University Press, c2010.	327.1/ROS-2 327.1/JAC
Introduction to Logistics Operations	Main	Paul R. Murphy, Jr , Donald F. Wood. <u>Contemporary logistics</u> . 9th ed. Pearson, c2008.	658.5/MUR:2-2
	Supplementary	Douglas M. Lambert, James R. Stock, Lisa M. <u>Fundamentals of logistics management</u> . Int' l ed.	658.7/LAM

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		Eirwin/ McGraw-Hill, c1998.	
Introduction to Mass Communication	Main	Dominick, Joseph. <u>The dynamics of mass communication</u> . Boston : Pearson Education, c2006.	Not available New ed: c2009, 10 th ed. 302.23/DOM-2
		Vivian, John. <u>The media of mass communication</u> . 7th ed. Boston : Allyn and Bacon, c2006.	302.23/VIV New ed: C2009, 9 th ed. 302.23/VIV-2
	Supplementary	DeFleur, M. L, Dennis. <u>Understanding mass communication</u> . Boston : Houghton, c2003.	Not available
		Karen Ross and Virginia Nightingale. <u>Media and audience. new perspectives</u> . England : Open University Press, c2003.	302.23/ROS
Introduction to Multimedia	Main	Suzanne Weixel. <u>Multimedia basic</u> . 2nd ed. Boston : Thompson Course Technology, c2007.	006.6/WEI-2
	Supplementary	Li, Ze-Nian, Drew, M. S. <u>Fundamentals of multimedia</u> . Int'l ed. Upper Saddle River : Pearson Education, c2004.	006.7/LI
		Lopez, Luis. <u>Advanced adobe photoshop CS2 basic</u> . Boston : Thompson/ Course Technology, c2007.	006.6/LOP-2

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Macroeconomics	Main	Glenn Hubbard, Anthony P. O'Brien. <u>Economics</u> . 3rd ed. Boston : Pearson Education, c2010.	330/HUB-2
		Robin Bade, Michael Parkin. <u>Essential foundations of economics</u> . 5 th ed. Boston : Addison-Wesley, c2011.	330/BAD
	Supplementary	N. Gregory Mankiw. <u>Principles of economics</u> . 5 th ed. Australia : South-Western Cengage, c2009.	330/MAN:2-5
Malaysia Studies	Main	Asnarulkhadi Abu Samah, Jayum A. Jawan. <u>Kenegaraan Malaysia</u> . Serdang : Penerbit Universiti Putra Malaysia, c1997.	959.5/KEN
		Jayum. A Jawan. <u>Malaysian politics & government</u> . Shah Alam : Krisma Publications, c2002.	320.9595/JAY C2003
		Kasim Thukiman. <u>Malaysia: perspektif sejarah dan politik</u> . Skudai : Penerbit Universiti Teknologi Malaysia, c2002.	959.5/KAS
		Mardiana Nordin, Hasnah Hussin. <u>Pengajian Malaysia</u> . Shah Alam : Penerbit Fajar Bakti Sdn Bhd, c2000.	959.5/MAR New ed: c2002 959.5/MAR-2

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			c2004,2nd ed. 959.5/MAR-3 c2007 959.9/HAS:2
	Supplementary	<p>Ahmad Ibrahim dan Ahileman Joned. <u>Sistem undang-undang di Malaysia</u>. Kuala Lumpur : DBP, c1987.</p> <p>Francis Lok Kok Wah dan Khoo Boo Teik. <u>Democracy in Malaysia: discourse and practices</u>. London : Curzon, c2002.</p> <p>Fuziah Shaffie dan Ruslan Zainuddin. <u>Sejarah Malaysia</u>. Shah Alam : Penerbit Fajar Bakti Sdn Bhd, c2001.</p> <p>Jayum A. Jawan. <u>The ethnic factor in modern politics : the case of Sarawak, East Malaysia</u>. Hull University Press, c1991.</p> <p><u>Malaysia Kita : Panduan dan Rujukan Untuk Peperiksaan Am Kerajaan</u>. Edisi terbaru. Petaling Jaya : International Law Book Services, c2003.</p>	<p>Not available</p> <p>New ed: c2005, 2nd ed. 349.595/AHM</p> <p>320.9595/DEM</p> <p>959.5/FUZ</p> <p>320.9595/JAY-2</p> <p>959.5/MAL:5</p>
Management Accounting	Main	Colin Drury. <u>Management and cost accounting</u> . 7 th ed. London : South-Western Cengage Learning, c2008.	658.15/DRU-7

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	Supplementary	David Frederick, Richard Lyall. <u>How to pass management accounting, third level.</u> UK : LCCI Examination Board Syllabus, c2008. Association for Chartered Certified Accountants. <u>Financial Information for mangement.</u> 4 th ed. London : BPP Professional Education, c2004.	Not available Old ed.: 1999 658.15/ FRE Not available
Microeconomics	Main	Glenn Hubbard, Anthony P. O'Brien. <u>Economics.</u> 3rd ed. Boston : Pearson Education, c2010. Robin Bade, Michael Parkin. <u>Essential foundations of economics.</u> 5 th ed. Boston : Addison-Wesley, c2011.	330/HUB-2 330/BAD
	Supplementary	N. Gregory Mankiw. <u>Principles of economics.</u> 5 th ed. Australia : South-Western Cengage, c2009.	330/MAN:2-5
Moral Education	Main	Eow, Boon Hin. <u>Moral education.</u> Petaling Jaya : Pearson Malaysia Sdn. Bhd, c2005.	Not available New ed.: c2008, Rev. ed. 370.11/EOW-2

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	Supplementary	Abdul Rahman Md. Aroff. <u>Pendidikan moral teori etika dan amalan moral.</u> Sedang : Penerbit University Putra Malaysia, c1999.	370.44/ABD
		Boss, Judith A. <u>Ethics for life : a text with readings.</u> 2 nd ed. Boston : McGraw Hill, c2001.	Not available New ed.: c2008, 4 th ed. 170/BOS
		Frankena, W.K. <u>Ethics.</u> Englewood Cliffs, new Jersey : Prentice-Hill, Inc, c1973.	170/FRA
		Ghazali Darusalam. <u>Dinamika ilmu akhlak islamiah.</u> Kuala Lumpur : Utusan Publications dan Distributors Sdn Bhd, c1997.	297.44/GHA
		Ibrahim Mamat. <u>ETIKA untuk mahasiswa.</u> Kuala Lumpur : Kumpulan Budiman Sdn Bhd, c2000.	370.114/IBR
		Mohammad Muselehuddin. <u>Morality : its concept and role in islamic order.</u> Pakistan: Islamic Publications Limited, c2000.	Not available
		Mohar Nasir Omar. <u>Falsafah etika perbandingan pendekatan Islam dan Barat.</u> Kuala Lumpur: Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri, c1986.	Not available

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		Falikowsk, A. F. <u>Moral philosophy theories, skills and applications.</u> New Jersey : Prentice Hall, Englewood Cliffs, c1990.	Not available
		Gutek, G. <u>Philosophical and Ideological perspectives on education.</u> New jersey : Prentice Hall, Englewood Cliffs, c1990.	Not available
		HerMan T. Tavani. <u>Ethics and technology: ethical issues in an age of information and communication technology.</u> Hoboken : John Wiley and Sons. Inc., c2004.	174/TAV New ed.: c2007 174/TAV-2
		Kenneth, Bruner. <u>Philosophy: the power of ideas.</u> 5 th ed. Boston : McGraw Hill, c2002.	100/MOO New ed.: c2008, 7 th ed. 100/MOO-2
		Mackinnon, B. <u>Ethics: theory and contemporary issues.</u> California: Wadsworth Publishing Company, c1995.	Not available New ed.: c1998, 2 nd ed. 170/MAC
		Mohd. Janib Johari. <u>Moral : teori aplikasi & permasalahan.</u> Skudai: Penerbit Universiti Teknologi Malaysia, c1994.	Not available New ed.: 3 rd ed., c2001 370.114/MOH

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		Ozman, H. A. dan Craver, S.M. <u>Philosophical foundations of education</u> . 7 th ed. New Jersey : Upper Saddle River, c2003.	Not available
		Thiroux, Jaques P. <u>Ethics: theory and practice</u> . 7 th ed. Upper Saddle River : Prentice Hall Upper Saddle River, c2001.	Not available New ed.: c2009, 10 th ed. 170/THI
		Quinn, M. J. <u>Ethics for the information age</u> . New York: Pearson Addison Wesley, c2005.	Not available New ed.: c2006, 2 nd ed. 174/QUI
			c2009, 3 rd ed. 174.9004/QUI
		Shaw, William H. <u>Social and personal ethics</u> . 4 th ed. United States : Wadsworth Thomson Learning, c2002.	Not available New ed.: c2008, 6 th ed. 175/SHA
		Shaw, William H. <u>Business ethics</u> . Australia : Wadsworth Thomson Learning, c2002.	174/SHA New ed.: c2008, 6 th ed. 174/SHA-2
		Stephen Tanner et al. <u>Journalism ethics at work</u> . Australia : Pearson Longman, c2005.	070.4/TAN

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Personal Finance	Main	Jeff Madura. <u>Personal finance</u> . 4 th ed. Boston : Pearson, c2011. Arthur J. Keown. <u>Personal finance: turning money into wealth</u> . 5 th ed. Upper Saddle River : Pearson/ Prentice Hall, c2010.	332.024/MAD-4 332.024/KEO-3
	Supplementary	Ralph R Frasca. <u>Personal finance : an integrated planning approach</u> . 8 th ed. Person, c2009.	332.024/FRA
Practical English	Main	Carver, Tina Kasloff, Sandra Douglas Fotinos. <u>A conversation book 1: English in everyday life</u> . 4 th ed. New York: Pearson Longman, c2006. Soar, John, Liz. <u>Headway: pre-intermediate</u> . Oxford: Oxford University Press, c1993. <u>Other related collection:</u> Bowler, Bill, and Parminter, Sue, <u>Headway : pre-intermediate pronunciation</u> . Oxford: Oxford University Press, c1992.	418/CAR-5 Not available 428.2/HEA-2

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		Soar, John & Liz, <u>Headway : pre-intermediate, student's book.</u> Oxford: Oxford University Press, c1991.	428/SOA-5
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	Supplementary	Ann Baker. <u>Tree or three? : an elementary pronunciation course.</u> Cambridge: Cambridge University Press, c2006.	428.1/BAK-5
		Platt, Heidi. <u>Better ways to communicate.</u> Singapore: Federal Publications, c1993.	372.6/PLA
Quantitative Methods	Main	Barry Render, Ralph M. Stair, Michael E. Hanna. <u>Quantitative analysis for management.</u> 10th ed. Upper Saddle River : Pearson/Prentice Hall, c2009.	658.4/REN-2
		Lind, D. M., Marchal, W. G., Wathen, S. A. <u>Statistical techniques in business & economics.</u> 12 th ed. McGrawHill, c2005.	519.5/LIN-4 519.5/LIN-5
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Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	Terry Lucey. <u>Quantitative techniques</u> . 6 th ed. Thomson, c2003. Derek Friend. <u>How to pass business statistics</u> . U.K : LCCI Examinations Board Preparation Books, c1999.	545/LUC-4 Not available Old ed.: c1997 519.5/FRI
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	Supplementary	Manning, Gerald L, and Barry L Reece. <u>Selling today: creating customer value</u> . 10 th ed. Upper Saddle River : Pearson, c2007.	658.85/MAN-2 New ed.: c2010, 11 th ed. 658.85/MAN-3
Statistics	Main	Lind, D. A., Marchal, W. G., Wathen, S. A. <u>Statistical techniques in business & economics</u> . 12 th ed. McGrawHill, c2005.	519.5/LIN-4 519.5/LIN-5 New ed.: c2010, 14 th ed. 519.5/LIN-9

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		David M. Levine [et al.]. <u>Statistics for managers using Microsoft Excel</u> . 6 th ed. Upper Saddle River : Pearson/ Prentice Hall, c2011.	519.5/LEV-7
	Supplementary	James T. McClave, P. George Benson, Terry Sincish. <u>Statistics for business & economics</u> . 11 th ed. Boston : Pearson Education, c2011. Derek Friend. <u>How to Pass Business Statistics</u> . U.K: LCCI Examinations Board Preparation Books, c1999.	519.5/MCC-6 Not available Old ed: c1997 519.5/FRI
Taxation I	Main	Choong Kwai Fatt. <u>Malaysian Taxation : Principles and Practice</u> . 14 th ed. Kuala Lumpur : Infoworld, 2008.	336.9595/CHO New ed.: 2009, 15 th ed. 336.9595/CHO-3
	Supplementary	Alan Yeo Miow Cheng. <u>Preparing Taxation computations and returns (Malaysia)</u> . Malaysia : YSB Management Sdn Bhd. Latest Edition. Alan Yeo Miow Cheng. <u>Malaysian Taxation</u> . 3 rd ed. Malaysia : PAAC Sdn Bhd. c2005.	Not available Not available New ed.: 2007, 15 th ed. 336.9595/YEO -11

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Taxation II	Main	Choong Kwai Fatt. <u>Malaysian Taxation : Principles and Practice</u> . 14 th ed. Kuala Lumpur : Infoworld, 2008.	336.9595/CHO New ed.: 2009, 15 th ed. 336.9595/CHO-3
	Supplementary	Alan Yeo Miow Cheng. <u>Preparing taxation computations and returns (Malaysia)</u> . Malaysia : YSB Management Sdn Bhd. Latest Edition. Alan Yeo Miow Cheng. <u>Business Taxation</u> . 3 rd ed. Malaysia : PAAC Sdn Bhd. c2005.	Not available Not Available

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